

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# WS Directive

2.465 06/28/04

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ACCOUNTABILITY AND OVERSIGHT OF HAZARDOUS MATERIALS

1. PURPOSE

To provide guidelines for maintaining hazardous materials inventories so that there is an established oversight and accountability by various levels of management within the program.

2. POLICY

Accountability and oversight of hazardous materials (as defined in the Control Materials Inventory Tracking System (CMITS) Users Guide) are the responsibilities of wildlife specialists as well as managers in the program. To ensure that these activities are conducted in an orderly manner, several requirements are implemented.

A) All users of hazardous materials will conduct a quarterly physical inventory using CMITS to reconcile the perpetual inventory.

B) During the fiscal year, at least one annual physical inventory will be conducted by the hazardous material user and one reviewing official (i.e., District Supervisor, Assistant District Supervisor, collateral duty safety officer) designated by the State Director. Any discrepancies will be investigated by the reviewing official, and options to rectify the situation will be provided to avoid future discrepancies. Annual inventories will be signed and dated by all associated individuals after conducting the inventory. Copies of these annual inventories will be sent to the appropriate regional office and the Operational Support Staff (OSS) for further analysis and concurrence.

C) Random spot checks will be implemented by each State office and regional office to examine physical inventories compared to CMITS reports. These random spot checks will be conducted by someone other than the hazardous material user. At least one annual spot check of a district and a

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Distribution:

Originating Office:

specialist storage site will be conducted by the State office and at least two States will be spot checked by the regional office annually. Copies of these findings with signatures by the reviewing officials will be sent to the appropriate regional office for further analysis and concurrence. The regional office will send OSS the locations that were spot checked along with the results of these spot checks.

During program evaluations of individual states, coordinated by the Regional Office, compliance with CMITS will be reviewed. Also, the review team, comprised of regional, state, and headquarters representatives, will conduct a spot check of at least one district and one specialist storage site and will compare physical inventories at those sites to the state CMITS report.

### 3. REFERENCES

WS Directive 2.401, Pesticide Use (2/17/04)  
WS Directive 4.210, Program Evaluation (3/1/04)

Deputy Administrator